



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at sbcs@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 616-7180 or by email at sbcs@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**AGENDA
SAN BRUNO PARKS AND RECREATION COMMISSION**

**September 15, 2021
6:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/83851300579?pwd=T25zbkdzUktZYkFTUzZoeWxUbFJmQT09>

Meeting ID: 838 5130 0579

Passcode: 945559

One tap mobile 1-669-900-9128 US (San Jose)

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us **48** hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE:** Chair Mike Palmer, Vice Chair Kris Gonzales, Lorry Greenberg, Tom Kuhn, Jessica Martinucci, David Nigel, Lucy Zamattia, Michael Zastrow, Adam Zbriger, Youth Representative
2. **REVIEW OF AGENDA:**
3. **ACCEPTANCE OF THE MINUTES:** August 18, 2021
4. **CONSENT CALENDAR:**
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **UNFINISHED BUSINESS:**
7. **NEW BUSINESS:**
 - a. Receive Report on Concerts in the Park Program, and Upcoming Fall and Winter Programs
 - b. Discuss Parks and Recreation Commission 2020-21 Annual Report
8. **ITEMS FROM COMMISSIONERS:**
 - a. Park Site Visits (Chair Palmer)
9. **ITEMS FROM STAFF:**
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting will be via Zoom on Wednesday, October 20, 2021.

**** POSTED PURSUANT TO LAW ****



MINUTES

Parks and Recreation Commission Meeting August 18, 2021

1. **Call to Order/Roll Call/Pledge of Allegiance:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Greenberg, Kuhn, Martinucci, Nigel, Zastrow, and Zbriger. Commissioners Excused: Vice Chair Gonzales and Zamattia. Staff Present: Brewer, Clyma, Mottola, and Venezia.
Commissioner Kuhn led the Pledge of Allegiance.
2. **REVIEW OF AGENDA: MSC Martinucci/Nigel.** Accepted 7-0.
3. **ACCEPTANCE OF THE MINUTES:** Minutes from June 16, 2021. **MSC Zastrow/Nigel.** Accepted 4-0-3.
4. **CONSENT CALENDAR:** None.
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.
6. **UNFINISHED BUSINESS:**
 - a. Receive Report Regarding Spring and Summer Programming Recap – **Recreation Coordinator Kelsey Clyma** presented. She covered picnic reservations, classes, leagues, and summer camps. Picnic reservations opened online on May 12, 2021 and in person on July 5, 2021 when the office reopened. The opening of reservations was announced through email blasts, newsletters, social media, and in the activity guide. In-person and virtual programming continued for spring and summer. 46 classes were offered from nine instructors, 31 were online and 15 were in-person, with 158 total participants. Adult softball was able to return this past summer with three leagues and 65 games played with a total of 193 players overall. This was the first time running a co-ed league in over six years. In-person summer camps resumed on June 14th at Parkside and at San Bruno City Park. 100% of the camps this year were contracted programs. 49 camps from ten instructors were offered for a total of nine weeks, three were in-person and nine were virtual, with 700 campers.
Commissioner Nigel stated he thought the programs were terrific especially with the pandemic.
Commissioner Greenberg thanked Kelsey for her presentation. She asked if there were any LITs, enrollment maximums, base line fees, and any indirect or direct exposures of Covid like she had in Junior Giants in which camps needed to shut down. **Coordinator Clyma** stated that since the camps were contracted, the only City staff were herself and a rec leader. Enrollment numbers were able to increase once the State opened up the maximum. Fees depended on the instructor. They ranged from \$239 to \$350. No camps were shut down due to Covid. **Superintendent Brewer** stated that camps are a little bit more expensive since they

are contracted, but a few scholarships were given out to families that still wanted to participate but couldn't afford it. **Director Mottola** commended **Coordinator Clyma** on her diligence with the changing Covid capacity numbers and the standards put in place with **Superintendent Brewer**. Standards were beyond what was required by the State.

Commissioner Martinucci thanked staff for their outstanding job.

Commissioner Zbriger stated he was impressed for the good job done.

Commissioner Kuhn stated that his son loved the soccer camp. He asked about other feedback and how to expand picnic reservation capacity since it was at 100%. **Coordinator Clyma** stated that every week she sent out a survey to the parents. Surveys are given to the instructors so they can see what the parents are experiencing. **Superintendent Brewer** stated a few picnic sites can't be reserved because of construction in the parking lot and recreation center. Not always at capacity, but currently at capacity because of the construction. They are however first come, first serve, but since they are in a construction zone, we don't want to charge for them. Once the Rec Center opens back up, all will be back open. We only rent picnic sites at parks that have restroom facilities. **Director Mottola** stated she will arrange one on ones with the new commissioners to talk generally about the department.

Commissioner Zastrow thanked **Coordinator Clyma** and **Superintendent Brewer** for their amazing job in a difficult time. He asked about online picnic reservations and resident sponsorship. **Coordinator Clyma** stated picnic reservation bookings used to be 100% in-person. People like having this new online option. Most reservations are now done that way. There are resident and non-resident rates and an id is requested to verify residency and age for alcohol permits.

Chair Palmer echoed the comments of his fellow Commissioners. He thanked staff for the quantity and quality of work that is put out by so few folks.

7. NEW BUSINESS:

- a. Introduction of Newly Appointed Commissioners – **Chair Palmer** introduced and welcomed Commissioners Thomas Kuhn and Student Representative Adam Zbriger. **Commissioner Kuhn** described himself as a family guy who is making San Bruno his home. Professionally he has been in construction and real estate development for about 15 years. **Commissioner Adam Zbriger** stated he just started his senior year at Capuchino and that he has lived his whole life in San Bruno. He would like to go into astrophysics when he goes to college.

8. ITEMS FROM COMMISSIONERS:

Commissioner Nigel welcomed the new commissioners and wished them good luck. He stated that this is his 52nd year on the Commission. He stated that he is proud of the fact that he and **Chair Palmer** have finished their 2nd round of park tours. Parks are in great shape thanks to **Parks Manager Venezia** and crew. The dedication and reopening of Lara Field was so well done.

Commissioner Greenberg stated there was a dance party for Father's Day in the Senior Center parking lot. She said it sounded amazing. The Senior Center opened July 26th. She went in and said it was really good to see the Seniors back. This is one of the most active Senior Centers on the Peninsula. Concerts in the Park have had more people than she has ever seen. She thought the stage by the tennis courts was a very interesting venue. Junior Giants happened this summer. She thanked **Parks Manager Venezia** and crew for having the fields ready. Junior Giants followed **Superintendent Brewer's** guidelines, MLB's guidelines, and the SF Giants' guidelines for Covid and they added a few of their own. They had a few Covid scares. There were 60 kids on the waiting list to get into the program. Out of 90 Junior Giant Leagues, there are only 10 recipients of the Burns Scholarship. Gigi Prasad

from San Bruno was one of the recipients. She also received a \$5,000 scholarship. She was the number one pick. Very proud of her – an amazing young lady. **Commission Greenberg** stated she has never seen so many dogs off leash in the parks. She spoke to a few people and they weren't very receptive of moving their dogs from the field of play when kids were there. **Commissioner Nigel** stated that the police have taken the stance that they don't have time to enforce the leash law. They have more important things and will only come out on certain issues now. He stated he isn't sure how this can be addressed. **Commissioner Greenberg** stated that many of Tom Lara's relatives were at the dedication and they were quite pleased.

Commissioner Martinucci can't wait until the Commission can meet in person. She stated that she is excited about the groundbreaking, but can't be at the event next Friday. Exciting times.

Commissioner Zastrow welcomed the new commissioners. He stated he is excited for next Friday's groundbreaking. He thanked **Parks Manager Venezia** and his team for doing an amazing at the parks.

Commissioner Zbriger thanked everyone for the warm welcome and stated that he is really looking forward to working with everyone.

Chair Palmer asked how the Senior Center reopening went. **Superintendent Brewer** stated that it went really smoothly. There is constant mask patrol. Plastic vaccination card holders were given out at the Senior Center. She will bring them to the groundbreaking for the commissioners. They were donated from the Vista Terrace in Belmont. They are remaining diligent so everyone stays safe. **Chair Palmer** announced that the Lara Field parking lot is currently under construction. **Commission Martinucci** added that she was approached about the cost and where the money was coming from. **Director Mottola** stated it is part of the \$50 million PG&E money and it is costing approximately \$1.2 million. **Parks Manager Venezia** stated the fences went up last week and construction started this week. The Parks Department will not need to relocate. In and out access will be allowed for staff. The work should take a couple of months. There is a lot of underground work happening also. **Chair Palmer** thought the Lara Field dedication was absolutely fantastic and really well done. Kudos to the staff. The groundbreaking for the new Recreation and Aquatics Center is next Friday at 5:30pm.

Commissioner Nigel stated that for the last seven years he has been active with the SBCF Scholarship. He is amazed at the applications received and many applicants put down their activity in the Rec Department and the great support and experience they had. Thanks to the staff for affecting so many kids.

9. **ITEMS FROM STAFF:**

Director Mottola stated that she is so excited because the next time she will see the Commission is in person at the groundbreaking on Friday, August 27th at 5:30pm.

Superintendent Brewer announced that the last Concert in the Park will be after the groundbreaking and Movies in the Park start Fridays in September. There will be a space themed movie after the last concert funded through a library grant.

10. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:27 p.m.



Date: September 15, 2021

From: Danielle Brewer, Community Services Superintendent

To: Parks and Recreation Commission

Subject: Receive Report on Concerts in the Park Program, and Upcoming Fall and Winter Programs

BACKGROUND:

The City recently concluded its 2021 Concerts in the Park program and has begun the planning of the upcoming programs and special events for the 2021 fall and winter seasons. Some of the events will continue to be modified due to continued cautiousness for COVID-19. In addition, some programs will be modified due to space constraints due to the construction in San Bruno City Park. The following is a summary of these programs.

DISCUSSION:

Concerts in the Park

The 2021 Concerts in the Park program was quite popular and well attended this year. Due to construction, the concerts were held in the area in front of the tennis courts. As in years past, the San Bruno Lions Club and the San Bruno Rotary Club sold BBQ items and beverages at all four concerts. The concerts attracted approximately 500 people each week and the community members young and old enjoyed dancing and singing with the local bands.

This year, the Recreation Team incorporated activities during the concert intermission. The audience participated in freeze dance, musical dots, and a final dance off. The location of the concerts at the tennis court area was well received. Staff believe the location was optimal as it allowed the audience to spread out and maintain distances that were comfortable for all.

Returning Special Events

Many of San Bruno's traditional fall and winter activities will return this year. Some will be modified but others will continue as they have in the past. And some activities will make their debuts this fall in hopes they will become new community favorites.

Movies in the Park

Sponsored by the Culture and Arts Commission, movies will take place every Friday in September.

Family Overnight

Families can camp in San Bruno Park, participate in family friendly games, watch the movie, have dinner, s'mores and breakfast.

Jinx Joyride

The Halloween event at the Shops at Tanforan will take place again. This year staff will solicit additional sponsorships to include more community members. In addition, some fun activities will be incorporated to add to the event. The commissioners are invited to assist in handing out candy.

Holiday Boutique

Staff is planning for the annual boutique to be held at the Senior Center. Staff will ensure the booths are set up with enough space for shoppers to social distance.

Holiday Cards for Seniors

Staff will once again lead the community in hand-making and delivering holiday cards for our Senior population. This helps bring an intergenerational activity to the community and it brightens the seniors' holiday season.

Letters and Phone Calls from Santa

The children in the community will receive a letter and/or a phone call from Santa during the holiday season. These were very popular during COVID-19 and staff will continue the program.

Jingle Around the Block

Staff will team up with the Fire and Police Department again this year to bring Santa throughout the community to spread holiday cheer to the children of San Bruno. Stay tuned for information regarding a special stop this year!

New Special Events

This year staff is excited to offer a new event. The **Intergeneration Bocce Tournament**. Community members are encouraged to team up with a family member or friend who is from a different generation and compete with other teams in a Bocce tournament.

Returning Programs

Elementary and Middle School Sports will be back this fall. The Elementary schools will play against Millbrae and Brisbane. Middle School Sports will play against South San Francisco, Brisbane and Millbrae. Fall will host Flag Football for both age groups. Middle School Sports will also play volleyball. Winter sports will include basketball for all ages. More information will be available for winter sports as we get closer to the end of the calendar year.

Contract classes and adult softball will continue throughout the fall.

FISCAL IMPACT:

None

ATTACHMENTS:

None.



Date: September 15, 2021

From: Danielle Brewer, Community Services Superintendent

To: Parks and Recreation Commission

Subject: Discuss Parks and Recreation Commission's 2020-21 Annual Report

BACKGROUND:

Every November the Commission presents its annual report to the City Council. The report includes the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months. The Commission is scheduled to present its annual report to the City Council on Tuesday, November 9, 2021.

DISCUSSION:

Staff is seeking the input from the Commissioners regarding their accomplishments during the past 12 months and its goals for the next 12 months. The Commission's accomplishments and goals will be included as part of the annual report to Council.

Since the Commission's last report to Council on November 10, 2020, the Commission has accomplished the following:

- Representing the Commission on the Recreation and Aquatic Center Advisory Committee
- Improvements to the Tom Lara Grand Stands and Concession Stand
- Relocation of Unity Sculpture
- ADA Transition Plan – Year 2 Projects
- Adopt a Park Partnerships
- Award of Community Recognition Award for 2020 and 2021

The Commission will have some exciting goals over the next 12 months. Some of these include:

- Provide Input to Staff on the Recreation and Aquatic Center Implementation Plan.
- Continue to Represent the Commission on the Recreation and Aquatic Center Advisory Committee
- Initiate the Crestmoor Canyon Walking Trails Task Force
- Visit and record park conditions as a resource for Staff to inform their park improvement plan.
- ADA Transition Plan – Year 3 Projects
- Award of Community Recognition Award for 2022

Staff will also share the PowerPoint slide deck that was shown during the November 2020 report to Council in order to recollect what topics were reported to Council at that time.

RECOMMENDATION:

Staff recommends that the Commission provides feedback to Staff regarding topics to be included as part of the Commission's report to Council.

FISCAL IMPACT:

None

ATTACHMENTS:

None.

City of San Bruno
Parks & Recreation Commission
Park Visit Schedule for Commissioner Palmer
September & October 2021

Monday, September 20

Lomita Park - 8:30 AM
Belle Air/Lion's Field - 9:00 AM
7th Avenue Park - 10:00 AM
Posy Park - 10:30 AM
Centennial Park - 11:00 AM

Thursday, September 23

7th Avenue & Walnut Park - 9:30 AM
Herman Tot Lot - 10:00 AM
Bayshore Circle Park - 10:15 AM
Forest Lane Park - 10:45 AM

Monday, September 27

Commodore Park & Dog Run - 9:00 AM
Grundy Park - 10:00 AM

Thursday, October 7

Earl/Glenview Park - 9:30 AM
Catalpa Tot Lot - 10:00 AM
Fleetwood Park - 10:30 AM
Monte Verde Park - 11:00 AM

Monday, October 11

Buckeye Park - 9:00 AM
Ponderosa Park - 9:30 AM
Pacific Heights Park - 10:00 AM

Thursday, October 14

San Bruno City Park and the Senior Center 9:30 AM and/or 3:00 PM

I will make myself available for both times if any Commissioners would like to join me. If I am doing the walk through of City Park and the Senior Center by myself, it will be at the 9:30 time. Also, please note that I will be making frequent visits to City Park to photograph the demolition of the old Recreation Center and the construction of the new RAC. If the above date/time does not work for anyone, you can always check with me to see when my next visit will be.

In accordance with the Brown Act, please note that no more than 3 Commissioners, or the Student Representative, may accompany me on any visit.

Original 8/19/21